SUBJECT WORKSHEET - CLEARING SUSF

Subject: Clearing the SUSF table in FFS

What procedures are currently being followed?

RDE personnel entering documents or batches into FFS are supposed to regularly check the FFS SUSF table to verify that all of their input has been accepted into FFS. If there are errors in the document or batch, the RDE user is expected to correct the errors. If the document is not valid, the RDE user is expected to delete the document or batch.

Unfortunately this procedure does not always happen and many documents remain in SUSF for a long period of time without ever being accepted. The Regions vary in how often they check SUSF, how they correct erroneous documents in SUSF, or how they remove the documents from SUSF.

Does policy exist? No

What suggestions/recommendations does the COT team have for the new policy?

1. The FFS Coordinator (or their designee) will go into SUSF once a month (just before closing) and delete any of the following unaccepted undelivered order transaction codes (including batches) that were entered 2 weeks prior to the date the Coordinator accessed SUSF:

   FO, OF, M$, and MO documents and batches

2. The FFS Coordinator (or their designee) will go into SUSF once a month (just before closing) and delete any of the following unaccepted payment or redistribution transactions codes that were entered 30 days prior to the date the Coordinator accessed SUSF:

   CP, FP and FV documents and batches

3. NBC is to clear all unaccepted items from SUSF table within 24 hours, unless the rejected document requires backup documentation from the Regions. The Regions are to be notified within 24 hours what documentation is needed. If the documentation has not been received 5 workdays after notification, the transaction will be deleted.

4. SUSF should not contain **any** unaccepted documents at the close of all fiscal quarters, at August month end, and when the fiscal year closes in September.

Priority Rating: High ____**X**____**Medium**_____**Low**_____